

K-16 TRANSITION PARTNERSHIP
Quarterly Report Format

Name of Institution

Project Director

Goal:

Objective 1:

Activity:_____

Progress (1stQuarter):_____

Progress(2ndQuarter):_____

Progress(3rdQuarter):_____

Progress(4thQuarter):_____

Activity:_____

Progress(1stQuarter):_____

Objective 2:

ETC.

Please explain your activities with **clear details**. The 2nd quarter report is to be added to the 1st quarter report to keep a running record of progress. These reports serve as data related to the effectiveness of K-16 Transition Partnerships for our Title II program/grant evaluators.

Poor Example: We met with our stakeholders 3 times.

Good Example: We met with our stakeholders 3 times to discuss _____.
Decisions made by the stakeholders include _____.

Reminder: Please attach an original invoice for quarterly payment. Also, please send your quarterly report electronically to IPBS (to be forwarded electronically to researchers for data collection.)